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AUTHOR Dyki, Judith
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ABSTRACT

A classification system for a 40,000 slide collection of Wayne State University campus architecture, activities, people, and events, and the surrounding Detroit area is described. Classification categories are defined and a primary code is assigned for architecture, people, events, themes, and special presentations. A secondary code indicating division (i.e., Wayne State University, Detroit, out-of-state) and a tertiary code for all architecture slides of the campus to indicate their specific location may also be assigned. A system of file cards supplements the information presented on the slides themselves. Implementation of this new classification system, which was experimental on 60 slides initially so that any deficiencies could be discerned, indicated that there may be some problems with backlog, circulation procedures, and slide storage. The appendices include the classification schedules, file card subject headings, and abbreviations used in the classification codes. (MBR)

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CLASSIFICATION SYSTEM FOR A MULTI-CONCEPT SLIDE COLLECTION

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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by

Judith Dyki

A PROJECT

Submitted to the Office for Graduate Studies,
Graduate Division of Wayne State University
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in partial fulfillment of the requirements
for the degree of

MASTER OF SCIENCE IN LIBRARY SCIENCE

1978

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5/8/78

Advisor: Dr. Robert E. Booth

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ACKNOWLEDGMENTS

This master's project grew out of a request received by Dr. Robert Booth, chairman of the Library Science Division, from the Wayne State University Center for Instructional Technology, for a student interested in working on a classification system for their slide collection. The basic concepts used in the scheme were derived in part from discussions held with Dr. Booth, drawing on his experience in slide classification, as well as from conferences with Mr. Al Bochenek of C.I.T. and from the current literature on the subject.

I would like to express my appreciation to Dr. Booth for his suggestions, criticism, and support throughout the term of this project, and to Mr. Bochenek for his participation and contribution of the color reproductions included in this paper. Special thanks also go to Lynn Barry, slide curator for the Art and Art History Department of Wayne State University, for her suggestions and assistance in locating the somewhat elusive literature on slide curatorship.

Judith Dyki

May 1978

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CLASSIFICATION SYSTEM FOR A MULTI-CONCEPT SLIDE COLLECTION

The purpose of this Master's Project was the design of a classification system for the collection of 40,000 slides owned by Wayne State University's Center for Instructional Technology (CIT). The system had to accomodate all of the existing slides as well as allow for future expansion of the collection. The design of a circulation system for the slides was also included in the project.

DESCRIPTION OF THE SLIDE COLLECTION

The CIT slide collection is concerned mainly with slides of Wayne State University: buildings, campus activities, students, faculty, administrators, sports, etc. Also included are slides of the Detroit area (architecture, special events, people) as well as other locations in Michigan. Groups of slides illustrating special themes, such as energy conservation, are another element within the collection. The major borrowers of the slides are members of the university community; some outside firms also make use of the collection. The slides serve as visual aids in public relations presentations and for instructional purposes.

The collection, housed in the CIT Production Department office on Woodward Avenue, was started in 1974 (some of the slides date before this time). There are approximately 40,000 slides, the majority of which are color, and the growth rate is 2,000-3,000 slides per year. Although most of the slides are produced by CIT, a few are purchased (such as some of the slides of the Detroit area). The slides are mounted either in cardboard or in white plastic

mounts--protective glass is not used over the film. Currently the slides are stored in compartmentalized vinyl sheets (twenty slides per page) and kept in loose-leaf binders (approximately twenty pages per binder, approximately 100 binders in use).

PROCEDURE FOR DEVELOPING THE CLASSIFICATION SYSTEM

A series of meetings were held with Mr. Al Bochenek, responsible for the development and maintenance of the slide collection. An awareness of the collection's scope and needs, as well as Mr. Bochenek's expectations, was gained. The following points sum up the discussions concerning the desired features of the classification system:

1) The system needs to accomodate the many concepts included in the collection (architecture, people, special events, themes) as well as the various locations (Wayne State University, Metropolitan Detroit, Michigan).

2) Each of the categories must allow for future expansion with topics not yet represented in the collection.

3) The classification system should be simple and the classification process quick--there is very little staff time available for this. The system will serve only as an aid for locating and refiling slides; a unique classification number for each slide is not necessary.

4) Some type of indexing is desirable to facilitate the locating of slides.

5) Pertaining to the architecture slides:

a) A geographical zoning, preferably corresponding to an already existing system, was decided on as the best

way to divide the slides.

b) Differentiation between aerial, interior, and exterior views is desirable; indication of detail shots is not necessary.

c) For Wayne State University buildings, the standard university abbreviations for the names should be used whenever possible.

The CIT office provided a list of headings, typed on index cards, under which the slides are presently grouped (the headings appear on the covers of the binders). These headings were then studied and divided into related groups (see Appendix III for a list of the headings and their groupings). Unclear headings were separated out for further study. Keeping in mind the features described above and the subject matter of the slides as indicated by the headings, a tentative classification scheme was developed.

THE CLASSIFICATION SYSTEM

There are five basic categories into which the slides will fall. Because there are some slides which may be properly placed into more than one category, the main emphasis of each slide determines its classification. The categories are as follows:

1) Architecture - This term is broadly used--it includes buildings, malls, sculpture, streets, landscape, etc.

2) People - Both portraits and anonymous group shots are placed into this category.

3) Events - Specific, datable events are included here. New subdivisions are created as needed.

4) Themes - Slides that illustrate on-going occurrences or concepts without a specific time element are placed into this category. Again, new subdivisions are created as needed.

5) Special Presentations - This category is used for ordered groups of slides concerned with individual topics, used as a set.

Each of the first four categories is indicated in the first section of the classification code by a one-letter designation: A, P, E, or T. The second section of the code is always an area division indicator, for Wayne State University, Detroit, Michigan, or Out-of-State. The code for the fifth category, Special Presentations, differs in form because of the difference in the nature of the slides. Appendix I contains the actual classification schedules, giving the complete breakdown for each category as well as explanations of the classification codes.

Slides of Wayne State University's architecture make up a large portion of the collection; therefore, this is the most complex category in its subdivisions. A system of geographical zones is used to divide the slides. Because there was no such system already in existence, the Office of Campus Planning and Beautification was contacted for aid in creating meaningful zones. Maps of the resulting zones and a list of the zone numbers for all of the buildings are included in Appendix IV. The zones indicate roughly the following divisions:

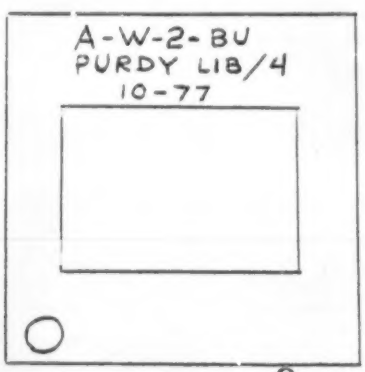
Zone 1 - Theatre buildings
Zone 2 - Main campus: classroom and student service buildings

Zone 3 - Administrative buildings
Zone 4 - Athletic buildings
Zone 5 - Medical Center Campus
Zone 6 - Downtown Medical Center Campus
Zone 7 - Southfield Center Campus

New zones may be added as needed.

Following the indication of zone in the classification code is the abbreviation for the name of the building, mall, or sculpture. The standard university abbreviation (eight or less characters) is used when one exists; an appropriate one is assigned when there is none. These abbreviations are also indicated in Appendix IV. The subdivisions for the Detroit, Michigan, and Out-of-State designations have been structured to match the Wayne State University breakdown (see Appendix I).

Depending on the category into which a slide is placed, the classification code will take up either one or two lines. A third line, with the date of the slide itself, may be added when this information is known. Because of the great number of undated slides, in most cases this cannot be used as a filing device to create a chronological arrangement. However, this can be a goal for which to work with new slides being produced. The entire classification code will appear on the top of the slide mount:



A system of file cards was developed to accompany the classification system. This is not intended to be a shelf list--there is not a one-to-one correspondence between the number of slides and cards. Instead, three main purposes are served:

1) To aid in the location of slides by providing the classification code when entering under specific names of persons, buildings, events, etc.

2) To record classification codes and abbreviations used, insuring uniformity of assignment to all slides in the same group.

3) To provide a source of additional information for which there is not room on the slides themselves: dates, titles, architects, addresses, etc.

Appendix II gives examples of the suggested file cards.

IMPLEMENTATION

A copy of the tentative classification system was circulated to all CIT staff members who work with the slides in order to receive comments and suggestions. Following this, classification codes were assigned to a sample of about sixty slides to try to anticipate any problems that might arise. The test slides were taken from a group of slides that were recently returned to the office by a borrower, representing a wide range in scope and concept. The classification codes were placed on the slide mounts with a #4 lead pencil--softer leads tended to rub off, and the rough, plastic mounts would not accept ball-point ink or felt-tip markers. For permanent marking, however,

adhesive labels are recommended. Avery, Erskine, the American Library Color Slide Company, and the Professional Tape Company make or distribute labels, designed for slides, which do not curl up on the corners after long-term exposure to heat in projectors.[1] The classification code can be either written on the label in ink or typed (elite or micro-elite typefaces are recommended). Self-adhesive marking dots should also be applied to indicate how the slide is to be placed into the projector. Appendix V shows a sampling of twenty of the slides that were classified.

Various minor additions, deletions, and refinements were made in the classification scheme during the steps described above until it reached its present form. The system is simple and quick enough for one person to classify new slides as they are added; however, classifying the back log of 40,000 slides is another problem. Plans have been made for one or more work-study students to be hired to classify the present collection. The student(s) selected would need the capacity for understanding and applying the classification system, the capability of making analytical decisions for placing slides into the proper categories, the ability to work with little supervision, a familiarity with Wayne State University's campus and the city of Detroit, and legible handwriting.

ADDITIONAL RECOMMENDATIONS

The request was also made for a circulation system to

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[1]Betty Jo Irvine, Slide Libraries: A Guide for Academic Institutions and Museums (Littleton, Colo.: Libraries Unlimited, Inc., 1974), p. 148.

accompany the classification system. A copy of the suggested system, based largely on the system used at the slide library for the art and art history department of Wayne State University, is included in Appendix VI.

One final recommendation concerns the actual storage of the slides. As soon as the CIT budget permits, the slides should be removed from the vinyl sleeves and placed into alternate storage facilities for the following reasons:

1) Vinyl sleeves do not permit the easy addition of new groups of classified slides. At present, slides will have to be pulled from pockets and shifted in order to place new slides in the proper sequence.

2) Wear and tear on the slide mount may result from constant removal from the sleeve for projector viewing and refiling after use.[2]

3) Fungus damage to slides from moisture is more likely when there is no air circulation. Although some vinyl sheets are designed with grooves to keep the sheet from pressing against the transparency and locking moisture in, these are not used by CIT.[3]

One solution is visual display rack cabinets, such as those manufactured by the Multiplex Display Fixture Company. Light panels allow for viewing of slides without handling them individually. Slides are easily removed and replaced, and shifting to add in newly classified slides

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[2]Irvine, p. 113.

[3]Caring for Photographs: Display, Storage, Restoration (New York: Time-Life Books, 1972), p. 110.

is smoothly done. Filing drawer cabinets are another suggestion. They are made to accomodate either group or single slide filing systems, allow for expansion, and have removable drawers for ease of use. Neumade Products Corporation is one of the many manufacturers of these cabinets.

APPENDIX I: CLASSIFICATION SCHEDULES

BASIC CATEGORIES

(slides are to be placed according to main emphasis)

A - ARCHITECTURE - Broadly used--includes buildings, malls, sculpture, streets, landscape, etc.

P - PEOPLE - Portraits and group shots.

E - EVENTS - Specific, datable events. Subdivisions created as needed.

T - THEMES - On-going occurrences or concepts without a specific time element. Subdivisions created as needed.

SP - SPECIAL PRESENTATIONS - Ordered groups of slides concerned with individual topics, used as a set.

AREA DIVISIONS

W - WAYNE STATE UNIVERSITY - Concerns immediate campus area and buildings.

D - DETROIT - Refers to all of Detroit (excluding Wayne State University) and suburban areas.

M - MICHIGAN - Excluding the Detroit area.

O - OUT-OF-STATE

Every category and subdivision in this classification system may be expanded or further divided as needed. Additional categories may be created as new topics are added.

Example:

A-W-2-BU
Purdy Lib/4
10-77

DATE OF SLIDE, IF KNOWN

A - ARCHITECTURE

W - WAYNE STATE UNIVERSITY

1 - ZONE #1 (see maps for zone division)

CO - COMPOSITE VIEWS

BU - INDIVIDUAL BUILDINGS
(followed by building abbreviation)*

MA - MALL AREAS
(followed by mall abbreviation)*

SC - SCULPTURE
(followed by sculpture abbreviation)**

ST - STREETS
(followed by street abbreviation--maximum 8 letters allowed)

1 - AERIAL VIEWS

2 - GROUND BREAKING

3 - CONSTRUCTION

4 - COMPLETED (EXTERIOR)

5 - INTERIOR

2 - ZONE #2
(breakdown same as for zone #1)

3 - ZONE #3, etc.

D - DETROIT

1 - ZONE #1: CULTURAL CENTER
(see zone #1 of WSU for breakdown)

2 - ZONE #2: DOWNTOWN
(see zone #1 of WSU for breakdown)

3 - ZONE #3: MASONIC TEMPLE AREA
(see zone #1 of WSU for breakdown)

4 - ZONE #4: NEW CENTER AREA
(see zone #1 of WSU for breakdown)

5 - ZONE #5: OTHER
(omit 4th designation; spell out or abbreviate name, using up to 8 letters.
Example: A-D-5-Detr Zoo/4)

M - MICHIGAN

1 - ZONE #1: LANSING AREA
(see zone #1 of WSU for breakdown)

O - OUT-OF-STATE

* - Maximum 8 letters allowed. Consult list which follows schedules.

** - Maximum 8 letters allowed, consisting of first 4 letters of sculptor's last name, first 4 letters of name of sculpture.

P - PEOPLE

W - WAYNE STATE UNIVERSITY

G - GROUP PICTURES

AD - ADMINISTRATORS

FA - FACULTY/STAFF

ST - STUDENTS

P - PORTRAITS (use when personal identity is important)

AD - ADMINISTRATORS
(followed by first 8 letters of last name)

FA - FACULTY/STAFF
(followed by first 8 letters of last name)

ST - STUDENTS
(followed by first 8 letters of last name)

D - DETROIT

G - GROUP PICTURES

P - PORTRAITS

M - MICHIGAN

G - GROUP PICTURES

P - PORTRAITS

O - OUT-OF-STATE

G - GROUP PICTURES

P - PORTRAITS

Example:

P-W-P-AD
Gullen
10-76

DATE OF SLIDE, IF KNOWN

Example:

E-D-SP-BA
8-74
DATE OF SLIDE, IF KNOWN

E - EVENTS

W - WAYNE STATE UNIVERSITY

CO - CONVOCATIONS

GR - GRADUATIONS (add month & year; file chronologically)

ST - STUDENT ACTIVITIES (subdivide as needed)

TH - THEATRE PERFORMANCES

B - BONSTELLE

H - HILBERRY

S - STUDIO

?? - (other categories added as needed; 2 letter abbrev.)

D - DETROIT

BI - BICENTENNIAL "FREEDOM TRAIN"

ET - ETHNIC FESTIVALS

FI - FIREWORKS

GR - GREENFIELD VILLAGE ACTIVITIES

LF - "LET FREEDOM RING"

MM - MILITARY MUSTER

MU - MUZZEL LOADERS

SP - SPORTS

BA - BASEBALL

FO - FOOTBALL

HO - HOCKEY

ST - STATE FAIR

?? - (other categories added as needed; 2 letter abbrev.)

M - MICHIGAN

?? - (categories created as needed; 2 letter abbrev.)

O - OUT-OF-STATE

?? - (categories created as needed; 2 letter abbrev.)

T - THEMES

W - WAYNE STATE UNIVERSITY

CAMP BEAU - CAMPUS BEAUTIFICATION

CAREER ED - CAREER EDUCATION

CIT - CENTER FOR INSTRUCTIONAL TECHNOLOGY

CLL - COLLEGE OF LIFE-LONG LEARNING

DIAL ACC - DIAL ACCESS RETRIEVAL SYSTEMS

???????? - (other categories added as needed; 8 letter max.)

D - DETROIT

BOATS - BOATS

CHURCHES - CHURCHES

COMM COLL - COMMUNITY COLLEGES

HOUSES - HOUSES

???????? - (other categories added as needed; 8 letter max.)

M - MICHIGAN

O - OUT-OF-STATE

Example:

T-W-Dial Acc
8-69

DATE OF SLIDE, IF KNOWN

SPECIAL PRESENTATIONS

SP-ENERGY CONS-24

special presentation

abbreviated form of title (10 letters max.)

# of slide, in order

APPENDIX II: FILE CARD SYSTEM

This is not a shelf list--each slide does not have a card. Cards are made only for names of buildings, names of people, names of streets, themes, etc. (one card made for each, to act as a guide to the classification number). Groups of people, composite shots, etc., do not have cards--locations can be found through the schedules.

ARCHITECTURE

One card per building, street, mall, or sculpture.

G. FLINT PURDY LIBRARY
5210 THE MALL
SUREN PILAFIAN, ARCHITECT
1955
A-W-2-BU Purdy Lib

PEOPLE

One card per name.

GUILEN, GEORGE E., JR. (1914-)
WSU PRESIDENT, 1972-
P-W-P-AD Guilen

EVENTS

One card per name of event.

HILBERRY THEATRE PERFORMANCES
WAYNE STATE UNIVERSITY
E-W-TH-H

THEMES

One card per theme

DIAL ACCESS RETRIEVAL SYSTEM
WAYNE STATE UNIVERSITY
T-W-Dial Acc

SPECIAL PRESENTATIONS

One card per "kit"

ENERGY CONSERVATION
SPECIAL PRESENTATION (74 SLIDES)
SP-ENERGY CONS

As indicated, the file cards may be used as sources of additional information which cannot be included on the slide mount itself.

Cross references may be used as needed.

Either a divided or a dictionary catalog format may be used.

APPENDIX III: INDEX CARD HEADINGS

ARCHITECTURE - WSU

Buildings

Alumni House
Apartment #2
Bookstore
Campus Aerials
Cohn Bldg.
Community Arts
Criminal Institute of Justice
Deroy Apartment
Deroy Lecture
Education Bldg.
Engineering Bldg.
Law School
Lecture Bldg.
Life Science
McGregor Conf. Center
MacKenzie Hall
Manoogian Hall
Matthaei Phys. Ed.
Medical
Nursing
Old Main
Pharmacy & Allied Health
Physics Bldg.
Prentis Hall
F. Purdy Lib.
Reuther Lib.
School of Social Work
Science Bldg.
Shapero Hall
South End
State Hall
Student Center Bldg.

Malls

Ferry Mall
Ludington Plaza
Merchant Mall
Reuther Mall
Second Ave. Mall

Streets

Cass Ave.
Widening Warren

Sculpture

4 City Founder Sculpture

Other

Parking Structure
St. Andrew

ARCHITECTURE - DETROIT

Cultural Center

Arts & Crafts
Cultural Center Area
Cultural Center
Art Institute
Detroit Public Library
Science Center
Woodward Corridor

Downtown

Detroit Downtown Bldgs.
Eastern Market
Detroit Skyline (waterfront)
Renaissance Centr. Constr.

Masonic Temple Area

Masonic Temple Area

New Center Area

New Center Area

Other

Airport
Belle Isle
Cranbrook
Det. Zoo
Friends School
Greenfield Village
Motown
U of D

ARCHITECTURE - MICHIGAN

State Capitol

PEOPLE - WSU

WSU Faculty
Faculty--Staff
Students
Pres. Gullen
Pres. Gullen's Presentations
Gullen--Data Slides

PEOPLE - DETROIT

Detroit People
Builders of Detroit
Builders of Detroit--Titles 1974
Builders of Detroit--Titles 1975

EVENTS -WSU

Graduation
Law Honor Convocation
Student Activities
Theatre

EVENTS - DETROIT

Bicentennial "Freedom Train"
Ethnic Festivals
Fireworks
Greenfield Vill--
"Let Freedom Ring"
Greenfield Vill--
"Military Muster"
Greenfield Vill--
Muzzel Loaders
Sports - Football
Sports - Hockey
Sports - Tigers
State Fair

THEMES - WSU

Campus Beautification
Career Ed.--Coll. of Ed.
Cent. for Instr. Tech.
Coll. of Lifelong Learning
CLL Classes 8-76
Dial Access Retrieval Systems
Drawings--Campus Planning
Foreign Students
Fund Raising
Graphics
Graphics (Seals, Type)
Handicapped
Police Academy
Public Safety
Registration & Merit Scholarship
Renaissance II (J. Slater's remarks to BOG 2-9-77)
Self-Study Task Force
Student International Affair
Women's Center

THEMES - DETROIT

Boats
Churches
Community Colleges
Houses

UNCLEAR HEADINGS:

Christmas
Construction
Historical
Industry
Past Receipts
People
Reception
Reflections
Southfield
Television Production Slides
VAE Slides
Wash. D.C. Hom. Degree 5-5-76

APPENDIX IV: ZONE NUMBERS, ABBREVIATIONS, AND MAPS FOR ARCHITECTURE CATEGORIES

I. MAIN CAMPUS

A. PERMANENT ACADEMIC AND SERVICE BUILDINGS

	Bldg. #	Abbrev.	Zone
Administrative Services No. 1 & 2 - 100 Antoinette, 5950 Cass	191	ADM SVC	W-3
Administrative Services No. 3 - 5980 Cass	192	5980CASS	W-3
Alumni House - Community Arts Center 441 Ferry Mall	042	ALUMNI	W-2
Art History Building 451 Reuther Mall	033	ART HIST	W-2
Art Wing - Community Arts Center 5400 Second Mall	040	ART	W-2
Chemistry Building 5101 Cass	007	CHEMISTRY	W-2
Richard Cohn Building 55557 Cass	048	COHN	W-2
Community Arts Auditorium 450 Reuther Mall	039	COM ARTS	W-2
Computing & Data Processing Center 5925 Woodward	193	COMP CTR	W-3
Criminal Justice Institute 6001 Cass	196	JUSTICE	W-3
Helen L. DeRoy Lecture Hall 5203 Cass	023	DEROY	W-2
College of Education Building 5425 Second Mall	140	EDUC	W-2
College of Engineering Building 5050 Anthony Wayne Drive	090	ENGG	W-2
Engineering Technology Building 4855 Fourth	167	ENGGTECH	W-1
General Lectures Building 5045 Anthony Wayne Drive	150	LECTURE	W-2
Hilberry Theatre 4743 Cass	189	HILBERRY	W-1

A. PERMANENT ACADEMIC AND SERVICE BUILDINGS (cont'd.)

	Bldg. #	Abbrev.	Zone
Institute of Labor and University Development Offices 5475 Woodward	064	5475WDWD	W-3
Kresge Library 5294 Second Mall	027	KRSG LIB	W-2
Law School 468 Ferry Mall	053	LAW	W-2
Life Sciences Building 5000 Second Mall	006	LIFE SCI	W-2
David Mackenzie Hall 5050 Cass	069	MACKNZIE	W-2
Alex Manoogian Hall (Ethnic Heritage Center) 906 W. Warren	155	MANOOG'N	W-2
Frederick C. Matthaei Physical Education Center 5101 John Lodge Freeway	080	MATTHAEI	W-4
McGregor Conference Center 495 Ferry Mall	043	MCGREGOR	W-2
Music Wing - Community Arts Center 5451 Cass	038	MUSIC	W-2
Old Main 4841 Cass	001	OLD MAIN	W-1
Physics Building 666 Hancock	003	PHYSICS	W-1
Meyer and Anna Prentis Building 5201 Cass	022	PRENTIS	W-2
G. Flint Purdy Library 5244 Second Mall (Library Receiving - 5265 Cass)	026	PURDY LIB	W-2
Walter P. Reuther Library of Labor and Urban Affairs 5401 Cass	036	REUTHER	W-2
Science Hall 5045 Cass	005	SCIENCE	W-2

A. PERMANENT ACADEMIC AND SERVICE BUILDINGS (cont'd.)

	Bldg. #	Abbrev.	Zone
Science Library 5048 Second Mall	008	SCI LIB	W-2
Shapero Hall 5501 Second Mall	050	SHAPERO	W-2
Speech and Hearing Center 5900 Second Blvd.	141	5900 2ND	W-3
State Hall 5143 Cass	016	STATE	W-2
Student Center 5221 Second Mall	034	STCTRBLG	W-2
University Bookstore 5125 Second Mall	092	BOOKSTOR	W-2
University Motor Pool and Storage Services Building 5959 Cass	194	5959CASS	W-3
University Services Building 5454 Cass	060	UNIV SVC	W-3
University Theatres Production Center 95 W. Hancock	074	95 HNCK	W-1
Wayne Stadium and Dressing Facility 1401 Edsel Ford Freeway	078-079	STADIUM	W-4

B. AUXILIARY BUILDINGS

	Bldg. #	Abbrev.	Zone
Art Department-Auxiliary Offices 680 Putnam Mall	108	680 PTNM	W-2
Auxiliary General Office Building 4866 Anthony Wayne Drive	081	4866 3RD	W-1
Biology Department-Auxiliary Offices 5104 Second Mall	017	5104 2ND	W-2
Biology Department-Biology Research Building 84 W. Hancock	076	84 HNCK	W-1
College of Engineering-General Office Building 667 Merrick	119	667 MERR	W-2
College of Engineering-Auxiliary Offices 640 Putnam Mall	113	640 PTNM	W-2
College of Engineering-Auxiliary Offices 654 Putnam Mall	111	654 PTNM	W-2
College of Engineering-Auxiliary Offices 664 Putnam Mall	110	664 PTNM	W-2
College of Engineering-Acceleration Laboratory 929 W. Warren	168	929 WARR	W-1
College of Engineering-Industrial Engineering 632 Putnam Mall	114	632 PTNM	W-2
College of Engineering-Mechanical Engineering 655 Merrick	118	655 MERR	W-2
Business Services 6030 Cass	197-198	6030CASS	W-3
Center for Instructional Technology-Director & Still Photography Offices 70 W. Palmer	055	INS TECH	W-3
Center for Instructional Technology-Production Department Offices 5035 Woodward	070	MASS COM	W-2

B. AUXILIARY BUILDINGS (con'd.)

	Bldg. #	Abbrev.	Zone
Center for Urban Studies 5229 Cass	028	5229CASS	W-2
Home Management House 5037 Second Mall	095	5037 2ND	W-2
Law School Annex 495 W. Palmer	049	LAW ANNX	W-2
Library Court Building-Anthropology, Philosophy, Sociology and Urban Planning Departments 693 Merrick	123	LIB CRT	W-2
Metropolitan Detroit Bureau 5029 Second Mall	094	5029 2ND	W-2
Military and Veterans Affairs and Art Foundry 5743 Woodward	195	5743WDWD	W-3
Monteith College - Dean's Offices 5165 Second Mall	117	5165 2ND	W-2
Monteith College - College Offices 631 Merrick	121	631 MERR	W-2
Monteith College - Auxiliary Offices 5140 Second Mall	019	5140 2ND	W-2
Monteith College - Monteith Center 5120 Second Mall	018	5120 2ND	W-2
Music Department - Music Annex 5415 Cass	041	MUS ANX	W-2
Music Department-Music Practice Studios 5821 Second Blvd.	145	5821 2ND	W-2
Nursing and Social Work-Auxiliary Offices 5740 Cass	052	5740CASS	W-3
Psychology Dept.-Auxiliary Offices 694 Putnam Mall	107	694 PTNM	W-2
Psychology Dept.-Auxiliary Offices 702 Putnam Mall	106	702 PTNM	W-2
Public Safety Department 76 W. Hancock	077	76 HNCK	W-1

B. AUXILIARY BUILDINGS (cont'd.)

	Bldg. #	Abbrev.	Zone
Reading and Study Skills and English Composition Clinic 467 W. Hancock	190	467 HNCK (Leased)	W-1
Southend Newspaper 648 Putnam Mall	112	648 PTNM	W-2
Theatre Rehearsal Hall 490 W. Forest	187	490 FRST	W-1
University Storage Warehouse 5750 Cass	054	5750CASS	W-3
Upward Bound Program 5021 Second Mall	093	5021 2ND	W-2
WAYN Student Radio 672 Putnam Mall	109	672 PTNM	W-2

C. RESIDENCE HALLS

Chatsworth Apartments 630 Merrick	136	CHATSWTH	W-2
Chatsworth Annex 650 Merrick	136A	CHATSWTH	W-2
Helen L. DeRoy Apartments 5200 Anthony Wayne Drive	134	DEROYAPT	W-2
Katharine Faville Hall 645 Merrick	120	FAVILLE	W-2
Helen Newberry Joy Residence 655 W. Kirby	125	JOY	W-2
Santa Fe Apartments 681 Merrick	124	SANTA FE	W-2
Sherbrooke Apartments 615 W. Hancock	199	SHERBROK	W-1
Student Apartment No. 2 460 W. Forest	186	APT 2	W-1

D. PARKING STRUCTURES

Parking Structure No. 1 450 W. Palmer	051	PRKNG 1	W-3

D. PARKING STRUCTURES (cont'd.)

	Bldg. #	Abbrev.	Zone
Parking Structure No. 2 5150 John Lodge Freeway	056	PRKNG 2	W-2
Parking Structure No. 3 69 Putnam Ave.	072	PRKNG 3	W-2

E. MALLS

Alumni Centennial Court		ALUMNI M	W-2
Ferry Mall		FERRY M	W-2
Ludington Plaza		LUDINGN M	W-2
Merchant Mall		MERCH M	W-3
Merrick Mall		MERRICK M	W-2
Putnam Mall		PUTNAM M	W-2
Reuther Mall		REUTHER M	W-2
Second Avenue Mall		2ND AVE M	W-2

II. DETROIT MEDICAL CENTER CAMPUS

PERMANENT ACADEMIC AND SERVICE BUILDINGS

	Bldg. #	Abbrev.	Zone
McLaughlin Hall - Family Medicine 3740 John R	607	MCLN (Leased)	W-5
Helen Vera Prentis Lande Medical Research Building 550 E. Canfield	611	LANDE	W-5
C.S. Mott Center for Human Growth and Development 275 E. Hancock	609	MOTT	W-5
University Clinics Building (under construction) 4215 St. Antoine Blvd.	614	UCB	W-5
Gordon H. Scott Hall of Basic Medical Sciences 540 E. Canfield	612	SCOTT	W-5
Vera Shiffman Medical Library 4325 Brush	608	SHIFFMAN	W-5
Kresge Eye Institute 3994 John R	615	KRSG EYE	W-5

III. DOWNTOWN MEDICAL CENTER

ACADEMIC AND SERVICE BUILDINGS

Clinical Laboratory Building 645 Mullett	600	645MULET	W-6
Occupational and Environmental Health Laboratory 625 Mullett	601	OEH LAB	W-6
Health Sciences 1400 Chrysler Freeway	605	HLTH SCI	W-6
Health Sciences Annex 1390 Chrysler Freeway	604	HLTH ANX	W-6

IV. SOUTHFIELD CENTER CAMPUS

COLLEGE OF LIFE LONG LEARNING

ACADEMIC AND SERVICE BUILDINGS

	Bldg. #	Abbrev.	Zone
Administrative Office and Classroom Building 25610 11 Mile Road, Southfield	622	SFC ADM	W-7
Classroom Building	622A	SFC CLASS	W-7
Classroom Building	622B	SFC CLASS	W-7
Library and Lounge	622C	SFC LIB	W-7
Maintenance Building	622D	SFC MAINT	W-7
Storage Building	622E	SFC STOR	W-7

V. OFF CAMPUS FACILITIES

ACADEMIC AND SERVICE BUILDINGS

Bonstelle Theatre 3424 Woodward	620	BONSTELL	W-1
College of Life Long Learning 2978 W. Grand Blvd.	644	CLL (Leased)	W-3
Hannum Laboratory Lake Orion, Mich.	633	HANNUM	
Mortuary Science 627 Alexandrine	610	MORT SCI	W-5

VI. ASSOCIATED PUBLIC AND PRIVATE BUILDINGS

A. CULTURAL CENTER AREA

	Bldg. #	Abbrev.	Zone
1. Public Buildings			
Center for Creative Studies-College of Art and Design 245 E. Kirby	I	CCS	D-1
Detroit Historical Museum 5401 Woodward	A	DET HIST	D-1
Detroit Institute of Arts 5200 Woodward	F	DIA	D-1
Detroit Public Library 5201 Woodward	B	DPL	D-1
Detroit Science Center	H	DET SCI CN	D-1
International Institute 111 E. Kirby	E	INTR INST	D-1
Merrill-Palmer Institute 71 E. Ferry	D	MERR-PALM	D-1
Rackham Educational Memorial Building 60 Farnsworth	G	RACKHAM	D-1
School Center Building 5057 Woodward	C	SCH CNTR	D-1
2. Churches			
Cathedral Church of St. Paul 4800 Woodward	DD	ST PAUL	D-1
First Congregational Church 33 E. Forest	EE	1ST CONG	D-1
Our Lady of the Rosary Church 5930 Woodward	CC	ROSARY	D-1
St. Andrews Memorial Episcopal Church-Women of Wayne Child Care Center 5105 Anthony Wayne Drive	AA	ST ANDREW	W-2
First Unitarian Universalist Church-Laboratory Nursery School 4605 Cass	BB	1ST UNIT U	D-1

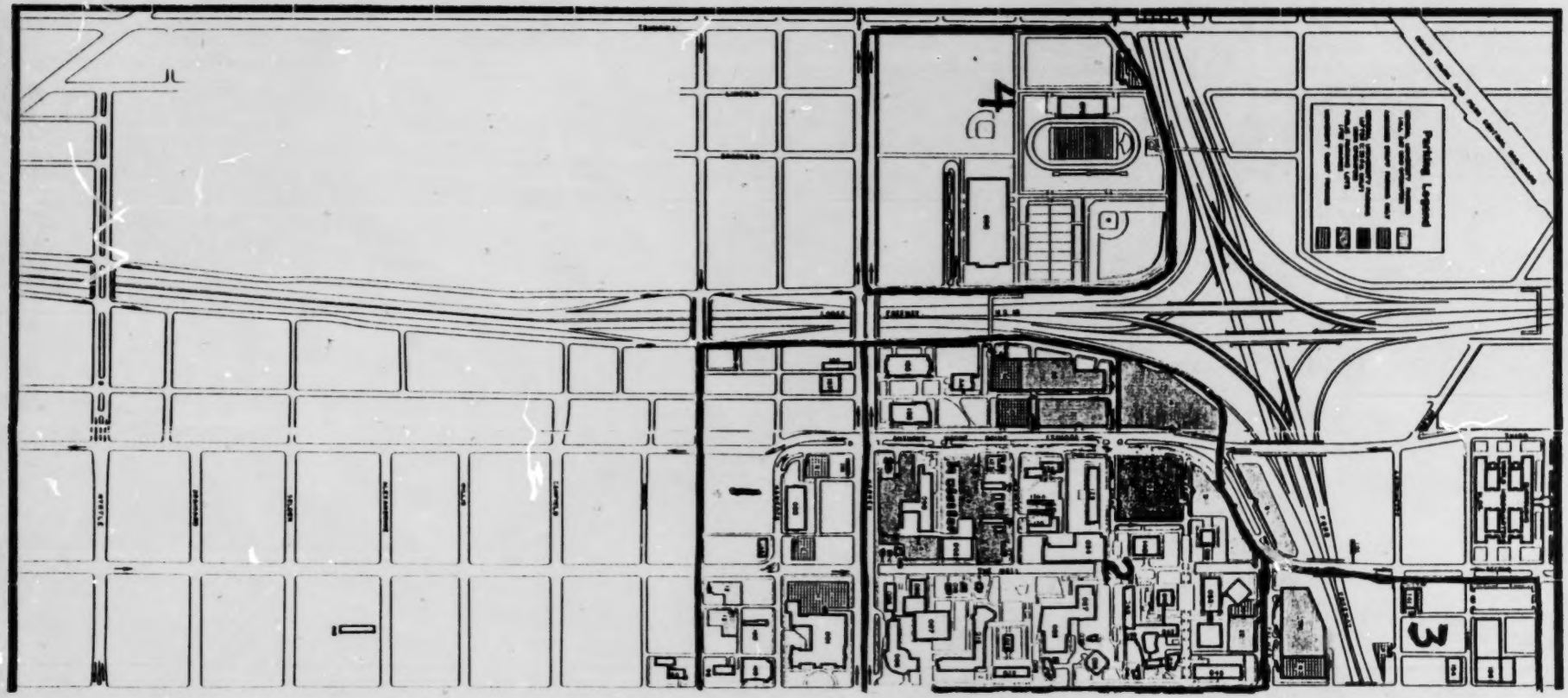
VI. ASSOCIATED PUBLIC AND PRIVATE BUILDINGS (cont'd.)

B. DETROIT MEDICAL CENTER AREA

	Bldg. #	Abbrev.	Zone
Children's Hospital of Michigan 3901 Beaubien	P	CHLDRENS H	W-5
Detroit General Hospital (under construction) 4201 St. Antoine Blvd.	R	DET GEN H	W-5
The Grace Hospital 4160 John R	L	GRACE H	W-5
Hannan House 4750 Woodward	K	HANNAN HS	W-5
Harper Hospital 3990 John R	M	HARPER H	W-5
Hutzel Hospital 432 E. Hancock	O	HUTZEL H	W-5
Rehabilitation Institute 261 Mack	N	REHAB INS	W-5
Prentis Cancer Center 110 E. Warren	J	PRNTS CAN	W-5

C. DOWNTOWN MEDICAL CENTER AREA

Detroit General Hospital 1326 St. Antoine	X	DET GEN H	W-6
Detroit Memorial Hospital 1420 St. Antoine	W	DET MEM H	W-6
Lafayette Clinic 951 E. Lafayette	Z	LFYTT CLN	W-6
Wayne County Medical Society 1010 Antietam	Y	WC MED SOC	W-6



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MAP OF ZONES FOR WAYNE STATE UNIVERSITY:
MAIN CAMPUS

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MAP OF ZONES FOR WAYNE STATE UNIVERSITY:
MAIN CAMPUS AND DETROIT MEDICAL CENTER

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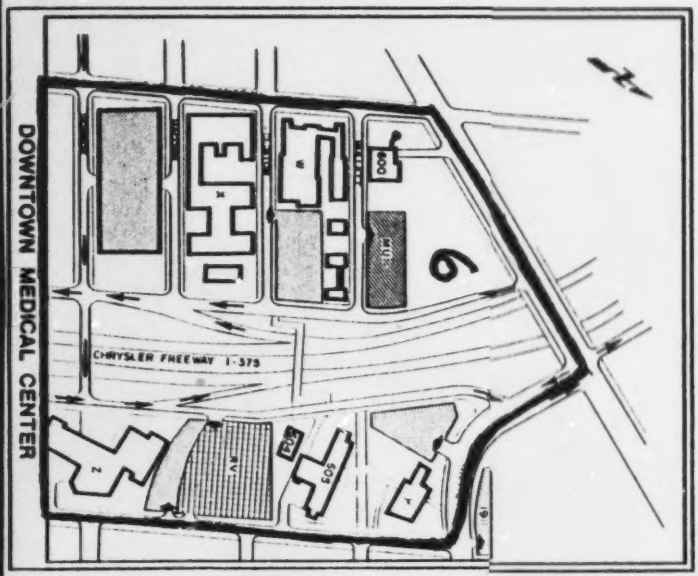

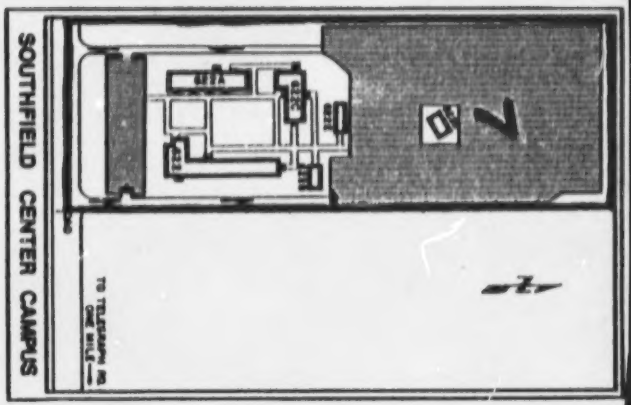

MAP OF ZONES FOR WAYNE STATE UNIVERSITY:
SOUTHFIELD CENTER AND DOWNTOWN MEDICAL CENTER

APPENDIX VI: CIRCULATION SYSTEM

This system uses 2x2" cards made of heavy cardboard. Regular borrowers will have available to them, in the C.I.T. office, cards preprinted with their name, department, or firm. Infrequent borrowers will use preprinted numbered cards. For example, a borrower may be assigned #26; he will receive a group of cards all printed with the #26. These cards will be inserted into the exact place from which the slide is removed, serving three purposes: (1) identification of who has out a particular slide; (2) aid in quickly refiling slides upon return; (3) identification for replacement purposes in the event that a slide is lost.

PROCEDURE

1) 2x2" cardboard cards will be given out to the borrower. A card must be inserted into the exact place for each slide removed for circulation (done by the borrower).

2) Each borrower must fill out a Withdrawal Sheet (see next page), listing the information from each slide label onto the numbered lines. The number of slides that may be withdrawn will be determined by the C.I.T. staff.

3) The completed Withdrawal Sheet will be initialed by one of the C.I.T. staff members, and the due date for the slides will be determined and recorded. If a carousel is being borrowed, its number will also be recorded.

4) When the slides are returned, the Withdrawal Sheet will be used to verify that all slides are back. The 2x2" cards will be pulled as the slides are refiled (by the C.I.T. staff).

WAYNE STATE UNIVERSITY
C.I.T. SLIDE COLLECTION
WITHDRAWAL SHEET

NAME_____ WITHDRAWAL DATE_____

ASSIGNED CARD_____ APPROVED BY_____

DEPARTMENT/ FIRM_____ DATE DUE_____

TELEPHONE_____ CAROUSEL #_____

List Complete Slide Label Information

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

Use additional sheets, if needed.

Comments:

SELECTED BIBLIOGRAPHY

Caring for Photographs: Display, Storage, Restoration. New York: Time-Life Books, 1972.

Irvine, Betty Jo. Slide Libraries: A Guide for Academic Institutions and Museums. Littleton, Colo.: Libraries Unlimited, Inc., 1974.

Simons, Wendell W. "Development of a Universal Classification System for Two-by-Two-Inch Slide Collections." In Bibliographic Control of Nonprint Media, pp. 360-373. Edited by Pearce S. Grove and Evelyn C. Clement. Chicago: American Library Association, 1972.

"Storage and Care of Kodak Color Film" (Kodak Pamphlet No. E-30). Rochester, N.Y.: Eastman Kodak Company, 1977.